

Jeff Dorson
Chairman

Pet Overpopulation Advisory Council

NOTICE OF MEETING

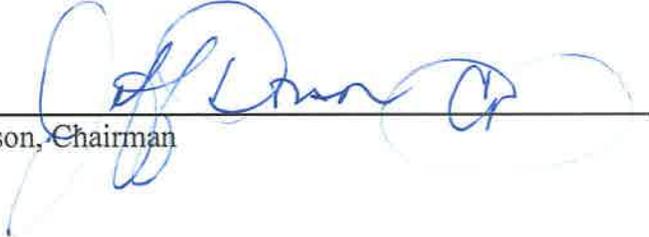
Wednesday, November 5, 2014
1:00 P.M.
Senate Committee Room F

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES
- IV. INTRODUCTION OF MEMBERS
- V. OVERVIEW OF COMMISSION
- VI. FINANCIAL DISCUSSION
- VII. GRANT PROCEDURES
- VIII. WEBSITE
- IX. PUBLIC COMMENT

CONSIDERATION OF ANY OTHER MATTERS THAT MAY COME BEFORE THE COUNCIL

- XI. ADJOURNMENT



Jeff Dorson, Chairman

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PET OVERPOPULATION ADVISORY COUNCIL
STATE CAPITOL , SENATE ROOM F
November 5, 2014
1: 00 pm

Roll Call

Gary Balsamo, Vice Chair, LAWC, DHH Representative
Mark Sclafani, Louisiana Dept of Agriculture and Forestry
Lindsay Goldring, rep for Southern Animal Foundation
Michelle Newfield, DVM, St. Tammany Humane Society
Donna Jennings, Pet Aid
Jeff Dorson, Chair, Humane Society of Louisiana
Kathy Wells, representing Senator Morrell

Quorum was met. Copies of agenda and previous minutes were passed out.

Dr. Balsamo, made motion to approve previous minutes without corrections. Seconded by Jeff.

Introductions. Members introduced one another and described their occupations and duties.

Jeff spoke about the history of the Advisory Council and the original legislation and Act that created this Council. Jeff said that the new legislation, passed during the 2014 session, moves control of the funds from the State Treasury to our Council. The Council's inability to access the funds has been the primary reason why the Council has not promoted our "Animal Friendly" plates. Dorson further said that he had been in touch with Lindsay at the Dept of Treasury who said that we had more than \$26,000 in this account. Discussion ensued on how to transfer the funds (they are distributed every quarter) and opening up a checking account. Checks, we were informed, would be sent to the mailing address on file and everything is subject to audit. The Council agreed to have the need to have two signatures on checks over a certain amount, to be determined at the next meeting.

Dr. Newfield made the motion to allow Jeff Dorson to open a checking account on behalf of the Council. Dr. Balsamo seconded; motion passed without opposition. Cathy Wells informed the Council that 5% of the fees collected may be spent on administrative fees, such as paying for a company to build our website and maintain it. Based on the current level of funding (\$26,000) that would allow the Council to spend \$1300 on website design and promotional/marketing expenses. Dr. Balsamo offered a motion to allow Jeff to seek out a website design company or person to help promote our license plate program and download our grant application. Dr. Newfield seconded. Motion passed.

Cathy Wells also made a motion to allow the group to pay for its own mailing box (P.O. Box), which would also come out of the 5 % administration fee. Dr. Newfield seconded the motion. Motion passed.

Council then discussed the grant application and made the following changes in the text of the original grant application that was approved approximately 3 years prior.

Under Section III: grant application requirements

Council recommended asking for a report from the previous year and a follow up report. Council would like to see the accounting/stats/and breakdown of the use of the funds. Within 30 days after closing of grant, Council would ask for a report that includes stats, price per surgery and copies of all related receipts. The Council examined Section III line by line and made these recommendations (later voted upon as the entire edited version)

First sentence: no changes

- add "please include listing of any and all community partners"
- delete "primary objectives" and "measurable goals" and sentence that includes "microchipping requirement.

add cost of rabies vaccination as built-in cost of sterilization surgery

Under "Deadline"

add: 1st cycle proposal: postmarked no later than April 30th, 2015. Grantees will be notified by June 30, 2015. 2nd cycle proposal will end August 1, 2015 and notified by October 1, 2015.

Under "Eligibility"

add: Limit one grant pr year, per applicant. Council prefers that applications be submitted electronically and Cathy Wells agreed to take the responsibility of making copies of submitted applications. Council, therefore, agreed to delete requirement of submitting 9 copies of each application. Council further agreed to pull language from Spay Baton Rouge and the ethics disclosure.

Under section titled "Additional attachments required," Council agreed to delete following paragraph, beginning with the sentence: "For all applicants: A description not to exceed two typed pages outlining all activities undertaken...." and delete current mailing address. New mailing address, once it is established will be inserted in its place.

Dr. Balsamo made a motion to accept all discussed changes to text of original grant application. Cathy seconded. Motion carried without dissension.

Dr. Balsamo questioned if Council members have to disclose personal financial information, since the Council accepts government funding. Dr. Sclafani questioned this issue, as well. Cathy Wells offered to investigate this matter and report back to the board.

Mr. Dorson said that at the next meeting the Council will take up voting on vacant positions, such as Vice-President and Secretary/Treasurer, and reviewing and voting on recommended bylaws.

Next meeting will be held in March, 2015

Council adjourned at 2: 15 pm

Disclaimer

These minutes will be approved at Council's March, 2015 meeting. If any corrections are made, minutes document will be edited accordingly and re-entered into system as such within reasonable period of time following March meeting.